



HOLLYDALE PRIMARY SCHOOL.

'Working together to be the best that we can be'

Part time Primary School Playworker in an After-School Club – Term Time Only

16 hours per week 5 days per week - (3 pm to 6 pm x 3 days and 2.30 pm to 6 pm x 2 days per week), 39 weeks per year

1 Year Fixed Term Contract

Grade 4, Spine Points 4-9 £30,654 - £32,907

Actual pro-rata salary £11,774 – £12,639

We are seeking an enthusiastic, committed member to share in our vision. A key role in improving outcomes for our children.

What You'll Be Doing:

- Leading and supporting a range of play activities such as crafts, sports and games
- Helping to plan and organise enjoyable sessions for children aged four to eleven
- Supervising children to ensure their safety and wellbeing at all times
- Preparing and serving snacks
- Responding appropriately to minor injuries or emergencies
- Communicating effectively with pupils, parents, carers and colleagues
- Working positively as part of a supportive team

The successful candidates will:

- Be NVQ Level 2 playworker, childcare, or equivalent or willing to undergo training.
- Have a good Understanding of safe and appropriate play activities.
- Have a basic awareness of health and safety and safeguarding practices.
- Supervise children and give out refreshments and food.
- Have nurturing, supportive and positive approach
- Have strong communication and teamwork skills
- Be someone reliable, enthusiastic and committed to improving outcomes for children.

We can offer you the opportunity to:

- work in a diverse vibrant borough
- enhance your career through excellent training and professional development.

To obtain an application form please download an information pack from the Southwark website or send an email to: admin@hollydaleprimary.co.uk or phone the school on 020 7639 2562 until Thursday 2nd April 2026.

Please send all completed applications to:
admin@hollydaleprimary.co.uk

For an informal discussion about this post or to visit the school please contact Hollydale Primary School on 020 7639 2562.

The school will be closed from Friday 3rd April until Friday 10th April 2026, therefore please download information and application forms from the Southwark website.

Closing date for applications – Sunday 12th April 2026.

Please note: Hollydale Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Service check.

Job Description

Job Title:	Play Worker	School Name:	Hollydale Primary School
Grade and Range:	Grade 4 – scale point 4 – 9 £30,654 - £32,907 (Actual pro rata salary £11,774 - £12,639)	Hours:	16 hours per week
Reports to:	After School Club Manager	Working Pattern:	Term Time only
		Supervises:	NA

Purpose and context:	To provide support / assistance in the day to day operation of an After School Club. Undertaking face to face work with the children in delivering an interesting and safe programme of activities.
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Principle Accountabilities:

The main duties and responsibilities of the postholder are indicated below, other duties of an appropriate nature and level will also be required

- Ensuring that the programme of activities delivered is interesting, valuable and appropriate to the children using the facilities by providing a variety of play and learning opportunities and identifying and accommodating changing needs.
- Assisting in the provision of a variety of appropriate play opportunities for children and young people some of whom may require special attention and/or will have come from various racial, cultural and religious backgrounds.
- Maximising the learning value of the activities by planning and evaluating activities.
- Check that play conditions conform to the appropriate health and safety standards and are suitable for the group and activity planned. Contribute to the corporate responsibility for continuously checking that the premises, fences, gates, etc are secure, reporting defects promptly to the After School Club Manager or premises staff.
- In conjunction with the After School Club Manager, liaise with other play workers to share activities and skills to ensure a range of complementary activities are available across the borough. Support and advise less experienced workers in activities.
- Ensuring the safety and well-being of club users through checking equipment, undertaking first line child protection measures and organising activities appropriate to the users at any given time.
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the play facility and that they receive appropriate information and advice.
- Contributing to the accountability of the centre through assisting in the maintenance of agreed records including registers, contracts, doctors, accident books, financial transactions etc.
- Lead groups of children in specific sport, game craft and learning activities. Manage behaviours and adapt the activity to meet the needs of groups or individuals. Preparing for activities.
- Evaluate events and activities and contribute to the development of the service including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- Ensure that the Council's equal opportunities and standards are integrated into all aspects of the service.
- Undertake first line child protection measures, reporting areas of concern to the Centre Manager.
- Publicise the service and special events through assisting in the production of leaflets, posters, and information bulletins.
- Assist in maintaining contacts with teachers, parents and users of play service to increase the uptake of existing services, to design or tailor additional services to resolve problems.
- Contribute to keeping local records appropriate to the service

- At the direction of the Centre Manager / Area Manager, support the operation of holiday clubs, including enrolment and operation.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.
- The post-holders will normally be based at one centre but will be expected to work in other play facilities as required to ensure service delivery.

General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

Person Specification

Job Title:	Playworker – Grade 4	School Name:	<insert the school name>
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		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	<ul style="list-style-type: none"> ▪ NVQ level 2 Playworker, Childcare, or equivalent or willing to undergo training. ▪ Knowledge of appropriate play activities e.g., sports, games, crafts, stories, song, dance etc. ▪ A basic awareness of health and safety practices ▪ Understanding relevant administration procedures including children registration requirements ▪ Understanding equal opportunities issues and practices relating to the aims and objectives of community groups. ▪ Knowledge of basic record keeping and filing. 	E E E E E E	Indicate how skill will be assessed either application form, at interview or tested.
Experience:	<ul style="list-style-type: none"> ▪ Some experience of being involved with a play service in whether a paid or voluntary capacity in, for example, playgrounds, junior playrooms, play centres or other equivalent play setting. To include planning, organising and supervising activities. ▪ Experience of effectively dealing with behaviour management of children. 	E E	
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Ability to lead and work as part of a team, sharing working knowledge and skills ▪ Ability to develop a range of play/learning related skills ▪ Ability to work flexibility, able to rearrange work plans in relating to changing priorities ▪ Ability to interact sensitively with other workers, children and parents ▪ Ability to listen to understand the needs, aspirations and problem children ▪ Ability to quickly assimilate new procedures and working methods ▪ Ability to administer first aid and understand first line child protection with training 	E E E E E E E	

<p>Special conditions:</p>	<ul style="list-style-type: none"> ▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children. ▪ Must be able to work at any school or club location in Southwark to meet the needs of the service. ▪ Playworkers must be physically fit and alert to supervise and take responsibility for groups of children and young people. 	<p>E</p>	
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Applying for a job

Candidate information sheet for posts within Southwark schools

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application form please read the following notes. We hope you find them helpful.

Your application form plays an essential part in the selection process and determines whether or not you will be shortlisted for an interview. Please do not send us a CV (career summary) as we will not be able to consider it. When filling in the application form, type or write clearly in **BLACK** ink. This helps us with photocopying.

When we choose our new employees we use:

- A job description
- A person specification
- An application form

Job description

This tells you the main responsibilities of the job for which you are applying.

Person specification

This is the most important document which explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. We call these the 'criteria' which we use to make appointments.

'Essential Criteria' are those which you must have to successfully carry out the responsibilities of the job. The person specification shows you which criteria we will use to shortlist for the interview process.

'Desirable Criteria' may be included. These are extra requirements which we may use if we receive too many forms which meet our 'essential criteria'.

Application form

If you want to apply for more than one job, please fill in a separate application form for each job. It is a good idea to make a rough draft first. Check through your

draft to make sure that it is clear and that it covers all the criteria, before you fill in the form. Please give all the information you think we may need, as we cannot guess or assume anything about you.

You may find it easier to complete the sections on 'employment' and 'relevant knowledge, experience and skills' by using a computer and then attaching the printed sheets to the form.

Relevant knowledge, experience and skills

Please tell us anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job.

For example if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for.

You may have relevant experience from activities outside work. This may show the things we are looking for just as much as any work experience. For example, you may have skills and experience from running a club or voluntary group.

Equal opportunities

Please fill in the 'tear-off' slip on the application form. We will treat this as confidential information which will not be shown to the shortlisting panel. We will use this information to make sure we are acting fairly when we employ people.

If you have a disability

The Disability Discrimination Act defines 'disability' as follows:

'... a mental or physical condition which has a substantial and long-term adverse affect on the employee's ability to carry out normal day-to-day activities. Long-term means that the condition must last, or be likely to last, for more than 12 months'.



If you need help in filling in the application form or need information in a different format (for example in Braille or on tape) please let us know.

We will offer you an interview as long as you meet the essential requirements of the job. We are also happy to meet any special requirements for people with disabilities who are asked to attend for occupational assessment or an interview. Please contact the named person on the correspondence sent to you so that we can make suitable arrangements.

References

You should give the names of two people who can act as referees. One of these people must be your present or most recent employer. We will contact your previous employers or other appropriate organisations for references and will do this for all applicants who are shortlisted prior to interview. If you are not currently working with children but have worked with children in the past, a reference will be sought from your previous employer.

If you are a recent school or college leaver one of your references must be from a teacher or lecturer.

Please note that we do not accept references from friends, relatives, or open references addressed 'to whom it may concern'.

Conditions of job offer

If you are successful at interview you will be given an offer of appointment. This offer is subject to:

- i) The receipt of two satisfactory references (see above).
- ii) Receipt of a satisfactory medical report from an Occupational Health physician of your fitness to undertake the duties of the post.
- iii) Evidence of any required professional qualifications (i.e. teaching/nursery nurse qualification).
- iv) Enhanced Criminal Records disclosure checks.
- v) Evidence that you can be legally employed in this country (i.e. sight of passport and/or visas or work permits).
- vi) A check for teachers that you are registered with the General Teaching Council (GTC).

Safeguarding and promoting the welfare of children and young people

As part of Southwark's commitment to safeguarding and promoting the welfare of children and young people, all employees within schools are required to complete an enhanced CRB check application form.

Rehabilitation of Offenders Act 1974

The work for which you are applying involves substantial access to children. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and also any cautions or bind-overs.

Employment of People with Convictions

If you have a conviction, caution, bind-over or prosecution pending, this will not automatically preclude you from appointment. Every case will be considered on an individual basis, whilst bearing in mind the nature of the offence.

Confidentiality

All information is held confidentially and is released on a need to know basis e.g. information about disclosure applications and criminal background checks forms will be discussed between the Headteacher and a representative from the LA Human resources department.

Data protection statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with Southwark Council. The personal information that you provide will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with the council, the information will be used in the administration of your employment with us and to provide you with information about the council or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form it will be assumed by the council that you agree to the processing of sensitive personal data, (as described above), in accordance with the council's registration with the Data Protection Commissioner.





Respect Responsibility Relationships Resilience

Hollydale School

Privacy Notice for Job Applicants

June 2025

Review Date: May 2026

Hollydale Primary School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the General Data Protection Regulation (GDPR).

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

Who Collects This Information

Hollydale Primary School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

The Categories of Information that we Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references.

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

How We Collect This Information

- We may collect this information from you, your referees, your education provider, relevant professional bodies the Home Office and from the DBS.

How We Use Your Information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Where we need to take steps to enter into a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.

Generally the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you (for example if incorrect references are provided), or we may be prevented from complying with our legal obligations (such as to determine suitability to work with children).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in the following circumstances: -

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring;
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;

- our Local Authority in order to meet our legal obligations for sharing data;
- Other schools;
- DBS; and
- Recruitment and supply agencies.

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually information will be anonymised but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our Data Retention policy.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available Data Breach Policy, Data Protection Policy, Data Retention Policy, Information Security Policy, Freedom of Information Policy and CCTV Policy.

Third parties will only process your personal information on our instructions and where they have agreed to treat information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your Rights Of Access, Correction, Erasure and Restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to: -

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).

- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact Jean Baptiste in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Jean Baptiste. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

How to Raise A Concern

We hope that Jean Baptiste can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Jean Baptiste, then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.